

Wisconsin Department of Administration TRAINING CALENDAR WINTER/SPRING 2009

		Core		
Date	Session Title	Competency	Room	Place
January				
	Supervisor/Manager Training			
13	The Art of Mentoring and Coaching	L	St. Croix	DOA
21	Tools for Hiring	L	St. Croix	DOA
27	Administering Progressive Discipline	L	St. Croix	DOA
	General Training			
	PART 1: Understanding & Managing Conflict: An			
	Innovative Approach for Resolving Disagreement &			
15	Discord	L	St.Croix	DOA
	PART 2: Understanding & Managing Conflict: An			
	Innovative Approach for Resolving Disagreement &			
22	Discord	L	St.Croix	DOA
20	Improving Your Communication Skills	L	St. Croix	DOA
	Brown Bag			
	The Cure for the Common Birthday (Your body &			
13	stress)	W	Yahara	DOA
14	Care Giving for Elderly Parents	W	Yahara	DOA
15	Organizing and Your Electronic Stuff	L	Yahara	DOA
27	Winter Defensive Driving	L	Yahara	DOA
30	Tai Chi (Form & Movement)	W	St. Croix	DOA
28	EDUCATION FAIR	L	St.Croix	DOA
			Cucron	20,1
February				
1 our daily	Supervisor/Manager Training			
	Supervisor/Manager Training			
			4D 41 El	504
11	Care & Candor: Making Performance Appraisals Work	L	4B, 4th Floor	DOA
19	Basic Supervisory	L	St. Croix	DOA
	Osmansk Training			
	General Training			
3 and 4	Retirement Planning	I/L	St. Croix	DOA
16	CPR/AED training	L	Yahara	DOA
17	Effective Meetings	L	St. Croix	DOA
18	Giving and Receiving Constructive Feedback	L	St. Croix	DOA
40	Can You Speak Into My Email? Understanding Generational		Deceteries D	DOO
19	Differences in the Workplace	L	Pecatonica Rm	PSC DOA
24	True Colors (Communication Styles)	L	St. Croix	
24	Focus: Achieving Vous Highest Brigities	,	Off Sito	Edgewater Hotel
	Focus: Achieving Your Highest Priorities	L	Off Site	Edgewater
26 & 27	Perceptive Communication	L	Off Site	Hotel
20 0x 21	reiceptive Communication	L	Oil Site	170161
	Prous Box			
	Brown Bag			
4	Tai Chi (Form & Movement)	W	Yahara	DOA
5	Black History Month		St. Croix	DOA
	(continue on next page)			

February				
	Brown Bag			
6	Office Ergonomics	W	St. Croix	DOA
11	Tai Chi (Form & Movement)	W	Yahara	DOA
12	2 Young 2 Retire (Recharging & Rebalancing)	W	Yahara	DOA
17	Herbs - Myths, Marketing and Meaningful Usage	W	Yahara	DOA
18 19	Women's Self Defense	L W	Yahara Yahara	DOA DOA
25	Tai Chi (Form & Movement) Benefits to Returning to School (Education Fair follow up)	L VV	St. Croix	DOA
26	WI Arts Board and Artist Kathleen Heinen		Yahara	DOA
March				
	Supervisor/Manager Training			
31	Balance or Burnout? Your Choice!	L	St. Croix	DOA
	General Training			
	General Training			
	Can You Speak Into My Email? Understanding Generational			
3	Differences in the Workplace	L	St. Croix	DOA
10	Business Writing - Grammar	L	St. Croix	DOA
12	Respectful Workplace	L	St. Croix	DOA
17	Valuing Differences in a Work Team	L	St. Croix	DOA
	Brown Bag			
	Brown Bay			
5	Genealogy: Tracing Your Family History	L	Yahara	DOA
11	Time Management: Handling Multiple Priorities	W	Yahara	DOA
19	Celtic Heritage Event		St. Croix	DOA
25	Organ Donation	W	Yahara	DOA
April				
	Supervisor/Manager Training			
	11		0. 0 .	504
2 14	Identifying Work Priorities and Setting Verifiable Goals Coaching for Difficult Conversations	L	St. Croix St. Croix	DOA DOA
14	Navigating Uncertain Times: Managing in the Midst of	L	St. Cluix	DOA
16	Transition	L	St. Croix	DOA
	General Training			
21	Diversity in the Future	L	St. Croix	DOA
	Brown Box			
	Brown Bag			
			Room 4B, 4th	
1	Arts and Craft: Box Making	L	Floor	DOA
23	Arab Culture & Religion		St. Croix	DOA
28	Acupressure for a Great Night's Sleep	W	Yahara	DOA
			Ot Oralis	
22	WELLNESS EXPO	W	St. Croix Yahara	DOA
22	WELLINESS EXPO	VV	Tanata	DOA
May				
	Supervisor/Manager Training			
6	Setting and Monitoring Work Performance	L	St. Croix	DOA
	General Training			
12 and 13	Retirement Planning	L	Pecatonica Rm	PSC
44045	Descentive Comment "		O# 0:+-	Edgewater
14 & 15	Perceptive Communications (continue on next page)	L	Off Site	Hotel
	(Johanac on Heat page)		I	

St. Croix DOA	May				
19 Bike Safety W Yahara DOA 11 Understanding the State Budget Process L Yahara DOA June 9, 16, 23, 30 GLBT Celebration Month St. Croix DOA 3		Brown Bag			
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9, 16, 23, 30 GLBT Celebration Month TBA DOA Picnic on the Terrace DOA Other Training Opportunities Session Title Core Competency This class is open to all DOA employees, attached agencies, boards and commissions. All employees who have not attended Respectful Workplace are encouraged to attend. Participants will receive credit for attending. Training Dates: January 20, 2009 February 17, 2009 March 17, 2009 Internet: http://intranet.doa.state.wi.us/ March 17, 2009 July 21, 2009 August 16, 2009 August 16, 2009 December 22, 2009 Devember 22, 2009 March 17, 2009 March 17, 2009 Internet: http://intranet.doa.state.wi.us/ Training Dates: January 20, 2009 Training time is: 300pm to 4:00pm Registration is under Staff Development February 17, 2009 Internet: http://intranet.doa.state.wi.us/ Training Dates: January 20, 2009 May 26, 2009 May 26, 2009 July 21, 2009 September 15, 2009 October 27, 2009 November 24, 2009 December 22, 2009 May 26, 2009 May 27, 2009 November 24, 2009 December 22, 2009 December 22, 2009 December 22, 2009 March 24, 2009 December 25, 2009 May 27, 2009 May 28, 2009 May 39, 2009 May 19, 2009 April 28, 2009 April 29, 2009 April 29, 2009 April 29, 2009 April 20, 2009 Ap					
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December 8, 2009					
	December 8, 2009				

Other Training		Core		
Opportunities	Session Title	Competency	Room	Place
	Online video library, Live webcast			
ETF Internet Site	http://etf.wi.gov/			
MS Office Suite				
Software Training -				
Instructor-led (Excel,	http://www.doa.state.wi.us Click on Enterprise			
Access, Outlook,	Technology IT Training. Contact Maggie Hart at			
PowerPoint, Visio,	maggie.hart@wisconsin.gov for additional information.			
MS Word-	For all training, fill out the Training Request and			
Introduction, etc)	Authorization form.	L	Off Site	TBA
Online Training				
Online Training - features 679 courses				
(Word, Excel,				
PowerPoint & Flash				
as well as				
professional				
development and				
business skills	http://www.doa.state.wi.us Click on Enterprise			
topics such as	Technology IT Training. Contact Maggie Hart at			
Business Ethics,	maggie.hart@wisconsin.gov for additional information.			
Customer Services,	For all training, fill out the Training Request and			
& Leadership)	Authorization form.	L		DOA
a zoadoromp)				2071
Conference				Exhibition
(registration fee is	8th Annual Wisconsin State Training Conference			Hall at the
\$100 before	"Leading the Way" February 26, 2009. Go to:			Alliant
01/15/2009 or \$120	http://oser.state.wi.us/subcategory.asp?linksubcatid=10			Energy
after)	04&linkcatid=371&linkid=30 for details and registration.	L		Center
Conference	19th Annual Conference for the Office Professional			Exhibition
(registration fee is	"Moving Toward Peak Performance" April 29, 2009			Hall at the
\$100 before	from 8:00 AM to 4:00 PM Go to:			Alliant
2/27/2009 or \$120	http://www.ohrd.wisc.edu/home/Default.aspx?tabid=26			Energy
after)	3 for details and registration.	L		Center
0-16	440. 4			Exhibition
Conference	11th Annual Leadership & Management			Hall at the
SAVE THE DATE	Development Conference "Promoting Effective			Alliant
October 21, 2009	Workplace Dynamics". Registration information available in fall calendar.			Energy Center
8:30am to 4:00pm	avaliable in fall calendar.	L		Center
NOTE: The training	courses offered through UW-Madison are open to			
	However, UW staff may be considered first.			
**FREE UW-Campus				
courses (some	Leadership and Management Development - Enhanced			
sessions may	https://www.ohrd.wisc.edu/OHRDCatalogPortal/Default.			UW
charge a fee)	aspx?tabid=29&SeriesKey=323			Campus
			_	
	Core Competencies			
L - Learner	W - Wellness			
L - Learner LC - Learner/Comm	I/L - Innovator/Learner			
RM - Role Model	C/L - Communication/Learner			